

M E M O R A N D U M

#04-15

TO: Department and School Fiscal Officers

FROM: Trisha L. Neely, Director

DATE: March 2, 2004

SUBJECT: **LAPSING OF PURCHASE ORDERS**

Attached is a list of Special Fund Purchase Orders that have not had activity in Fiscal Year 2004. In order to prevent a PO on this list from lapsing, the system requires that the PO be referenced by a PV before the end of the fiscal year. If you are unable to reference a PO that you do not want to lapse, please contact your State Accountant in the Division of Accounting.

TLN:eed

cc: Phyllis Jurczak, Senior State Accountant
Bonnie Thompson, State Accountant
Van Link, State Accountant